

**Travel Guidelines for Mileage Reimbursement & Direct Billing of Lodging**  
**“What Accidental Marketers Need to Know” Workshop**

*These guidelines apply only to LBBNC Library Attendees and 21<sup>st</sup> Century Librarian Scholarship recipients, as the funds to cover these costs are being made available through those grants.  
Non-grant libraries are welcome to attend the workshop at their own cost.*

**Mileage**

- Since carpooling is expected for attendees coming from the same library, only one driver from any library will be provided with mileage reimbursement. Carpooling is also encouraged but not required among neighboring libraries.

**Meals**

- No meals will be reimbursed. Lunch at the event will be provided.

For LBBNC Grant Recipients ONLY:

**Hotel Room**

- Reservations MUST be made by NLC & direct billed to the state. NLC will make reservations based on the information provided through the workshop registration process.
- To qualify for a room for the night of November 29, the attendee must be coming from more than 200 miles away. Attendees who are willing to share a room with someone else should advise NLC as to who they are willing to share with so we reserve the correct number of rooms.